November 2023

Year 5/6 Bring your Own Device (BYOD)
Program 2024

Dear Parent/Guardian,

With the School Council's endorsement and in keeping with the school's initiative for IT learning, as of 2024, all students In Years 5 and 6 will be encouraged to bring their own device to the school for use. This is a wonderful opportunity for students at Clayton North Primary School to become engaged in an enriching and connected learning environment through utilising a device that they will continue to use in secondary school. Students are expected to bring their own device to school every day. You can choose between a laptop or a notebook, as long as it meets the Clayton North Primary School **Device Specifications**.

Teachers have the option to immediately or gradually incorporate BYOD in their lesson planning. This document is a contract governing the establishment of this new program at CNPS. Please note that students who cannot bring outside technology will be able to access and utilise the school's equipment. No student will be left out of classroom instruction.

Attached to this communication is:

- BYOD Student and Parent Information
- JB HI-FI Parent Toolkit

It is important to note that there are certain conditions /specifications required for the device to successfully connect here at the school and these are explained in the BYOD document.

Please read the BYOD 2024 Information (which includes the Frequently Asked Questions, FAQ) for more detailed aspects of the requirements and please complete and sign the Acceptance Agreement Form. Your child will not have access to the internet until the school receives the Acceptance Agreement Form.

It is strongly recommended that you purchase an external hard disk drive for backing up the contents of your device and protect student work.

If you have any questions or concerns, please contact the school.

Kind regards,

Sue Simadri
Principal

BYOD Student and Parent Information

The BYOD Program
It is expected that these devices will be used by students for educational purposes and in accordance with school policies and rules – including those detailed in this booklet.
To ensure that the laptop is used effectively and appropriately in a school environment, school policies and rules specific to the use of the laptop may change over time.

To participate in the program, you must:

1. Complete, sign and return the Acceptance-Agreement Form by the indicated date.

Expectations at school
While at the school, students are expected to:

- Use the device in a responsible manner adhering to the Acceptable Use Policy.
- Comply with in use or not in use instructions from teachers. Teachers will decide when students are to use the device in class.
- Use the device for educational purposes in line with the school learning programs.
- Do not leave the device unattended and ensure general safekeeping.
- Take personal responsibility of the device by not allowing others to use it.

Cybersafety
- Students must maintain safe and responsible use of the internet and social networking sites.
- The school will maintain filtering, monitoring and logging systems recording all activity and content accessed by students.

Acceptable Use Policy
Students must not use the device to:
- Transmit any material in violation of any local, state or federal law.
- Use profanity, obscenity or any other language that may be offensive to another student, teacher, member of the community, company or institution.
- Engage in cyber bullying.
- Copy and downloading and sharing of commercial software or other media (e.g. music, video, movies) in violation of Federal copyright laws.
- Conduct commercial trade with the laptop.

- Engage in online gambling.
- Participate in illegal activities such as hacking or spamming.
- Access pornographic or obscene content or networks.
- Create and/or introduce electronic viruses or malware.
- Bypass network security and monitoring systems using any means physical (wireless devices), software manipulation and Internet sites promoting proxies and tunnelling.
- Play games during class, instructional or prep time.
- Use another student's laptop.

Consequences for misuse will apply, including permanent exclusion from the program and/or being

banned from network access – for non-compliance.

Consequences
1. Warning. Record of incident in Compass student profile.
2. Parents contacted. Record of incident in Compass student profile.
3. Continued offences may result in suspension or possible restriction of internet access at the discretion of the Yr 5/6 Team Leader and/or Assistant Principal.
4. Serious breaches may result in in-school withdrawal or suspension.

Acceptance – Agreement Form

Parent/Guardian Name	
Student Name	

Please respond with a tick:

Parent/Guardian
- ☐ I have read the Information and fully understand the conditions and expectations governing the use of the device, the Acceptable Use policy.
- ☐ I have had a comprehensive discussion with my son/daughter in reference to the expectations of this BYOD program and the responsibility required by my son/daughter.

Parent/Guardian Signature: _____

Date: _____

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Student
- ☐ I have read the Information and fully understand the conditions and expectations governing the use of the device, the Acceptable Use policy.

Student Signature: _____

Date: _____

BYOD Program Frequently Asked Questions

Is the program compulsory?
No, however we highly encourage students to bring their own device in preparation for secondary school usage. A school-owned loan device will be provided in the instance where a student does not have his or her own device to utilise (i.e. it is being repaired, left at home etc.).

When should I start looking at device options and decide?
We encourage families to commence the process of deciding on a device that suits their needs, budget, and specification requirements ASAP.

I have a notebook computer already – can I use it at the school?
Yes. We encourage all students to bring a device, but only recommend devices that meet the specifications in the BYOD documentation.

Should I backup my work on the laptop?
Things do go wrong with computers which is why we recommend having an external hard drive to backup data. The school will not backup data from the computer device

What software should my device have installed before arriving at the school?
Specialist software will be made available to students using the Department of Education and Training's eduSTAR Catalog.

Is a Smart Phone or iPad / Android tablet sufficient?
No. these devices do not meet the specifications required for students to engage in all aspects of the learning programs.

If my device is damaged at the school, will it be covered under the Department's insurance?
No. It is highly recommended insurance options are investigated prior to bringing the device to school. Deliberate acts of vandalism by the student or their peers will be followed up via the school's behaviour management processes.

Is there any other equipment recommended to bring with the device?
An external mouse may be useful.

Clayton North Primary School
BYOD Specification

Hardware Specification The device must meet *all* of the following requirements:	
Form Factor	Laptop, Notebook device. It is recommended that this includes a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when depressed.
Physical Dimensions	Minimum Screen Size: 9.7" Maximum Screen Size: 15.6"
Operating System	• Microsoft Windows **8.1** or newer. Windows 10 is recommended • Apple MacOS X 10.9 or newer • Apple iOS 8 or newer **Note:** Android-based devices are **currently not supported**.
Wireless Compatibility	Device must have **5GHz 802.11n** support This may be advertised as "Dual Band Wireless", "802.11abgn", "802.11agn", "802.11ac" or "Gigabit Wireless". **Note:** Devices marketed as "802.11bgn" probably do **not** support the required standard.
Capacity to save	Local storage of at least 128 GB is recommended.
Battery Life	Advertised battery life of at least **six hours**

Additional Considerations:

The School will be able to offer the Department of Education provided Microsoft Office 365 for either Mac or Windows free while students are at this school. You **DO NOT** have to purchase Microsoft-Office. Similarly, there are numerous free pdf creation/viewing software available. You do not have to buy Adobe products.

When acquiring the device, you should also direct your attention to:

Recommendations	Maximum weight: 2kg Minimum RAM (laptops): 4GB Disk configuration (laptops): Solid State disk (SSD)
Consideration	Accidental loss and breakage insurance
Operating System	As per the Hardware Specification, above
Web browser	Any modern web browser. Windows computers must run Internet Explorer 11 or newer. Google Chrome is recommended.
Security Software	Supported Windows Devices should either have Windows Defender enabled, or a current subscription